

CHICAGO OPERATIONS OFFICE'S

FY 1994-1997

WORK FORCE RESTRUCTURING PLAN

FOR

PRINCETON PLASMA PHYSICS

LABORATORY

August 19, 1996

PRINCETON PLASMA PHYSICS LABORATORY RESTRUCTURING PLAN

1. INTRODUCTION

This FY 1994-1997 Work Force Restructuring Plan for the Princeton Plasma Physics Laboratory (PPPL) is submitted by the Chicago Operations Office (CH) to satisfy the spirit and intent of the Department of Energy (DOE) in addressing concerns and issues related to work force restructuring. The PPPL plan shall be implemented in full partnership with the Laboratory and CH in the same manner as it was developed. CH appreciates the guidance and assistance provided by the Department's Office of Worker and Community Transition and the Office of Energy Research. This plan will be updated annually or as significant work force changes become necessary.

2. WORK FORCE RESTRUCTURING OBJECTIVE

The objective of PPPL's work force restructuring plan is to retain a work force with the skills necessary to continue PPPL's mission of developing foundations for fusion energy while mitigating the impact of involuntary reductions on affected employees.

Throughout the work force restructuring process, PPPL will maintain compliance with applicable equal employment opportunity laws and related DOE directives. All efforts will be made to ensure that required involuntary reductions-in-force are implemented in a manner consistent with fair and equal treatment of all employees and consistent with Laboratory policy and the Department's contract with PPPL.

3. PROFILE

PPPL is located in Plainsboro, New Jersey. PPPL was founded in 1951 and is one of the world's leading facilities involved in the development of fusion as an inexhaustible, safe, and environmentally attractive means of generating energy.

The mission of PPPL is to develop the scientific and technological foundations for fusion as a plentiful, safe, economical and environmentally attractive energy source. The Laboratory is committed to providing strong national leadership in research and development aimed at realizing the full potential of fusion energy.

An associated mission is to conduct frontier research on the physics of plasmas, exploit this research for diverse practical applications and provide the highest quality education in plasma science and related technologies.

The Laboratory receives the majority of its funding from DOE. DOE has embarked on an extensive strategic alignment and downsizing effort. An overall goal of the DOE alignment and downsizing is to preserve the mission activities within a declining budget environment by exacting significant cuts in overhead costs. It is anticipated

that further reductions in employment levels at the Department's Laboratories will occur as the recommendations of the Galvin Task Force Report on the DOE National Laboratories are implemented.

4. WORK FORCE PLANNING

Fiscal Year 1994

During the last quarter of FY 1994, PPPL restructured its workforce because of an anticipated budget reduction for FY 1995 of \$13 million. During the restructuring, 45 PPPL employees were voluntarily separated and 9 PPPL employees were involuntarily separated. This reduction-in-force did not meet the 100 employee threshold for preparing a workforce restructuring plan.

Fiscal Year 1995

During the last quarter of FY 1995, PPPL restructured its work force because of a budget reduction for FY 1996 of approximately \$29 million. Prior to the September restructuring, PPPL had approximately 710 employees and 110 subcontractors on site. This restructuring impacted both direct and indirect personnel, including physicists, engineers, technicians, and administrators. During the restructuring, 150 PPPL employees were involuntarily separated, 25 PPPL employees were voluntarily separated, and 80 subcontractors were terminated with an estimated annual cost savings of \$17 million, as set out below:

- \$11 million - for the 175 employees, including benefits;
- \$ 5 million - for subcontractors; and
- \$ 1 million - for reductions in associated energy costs, materials and services, travel, telephone, and other miscellaneous costs.

Fiscal Year 1996

PPPL's Budget and Human Resources Committee completed a detailed analysis of staffing requirements based on the fusion funding allocation for PPPL in FY 1996. Efforts to improve efficiency and minimize expenditures were implemented. In addition, the Laboratory Council delayed FY 1996 salary increases normally provided on October 1, 1995, until April 1, 1996. A two-week laboratory-wide furlough (paid by vacation carry-over from FY 1995) is planned during August 1996.

Significant uncertainty remains regarding the Federal budget process for FY 1997. However, with the stringent measures noted above and assuming the present funding allocation for PPPL, further staff reductions in FY 1996, if any, will be limited to a small number of positions in selected skill areas.

When the FY 1997 budget is finalized, this work force restructuring plan will be reviewed and modified, if necessary.

Currently, the Laboratory possesses the essential work force skills in science, engineering, and the appropriate support staffs to continue an extensive on-site experimental program focused on tokamaks and related confinement concepts, together with the associated theory and plasma physics research. Existing skills will enable PPPL to continue as a center of fusion science excellence for both scientists and engineers in plasma physics and other fields related to the development of fusion energy.

At the present time, as the focus of the Fusion Program shifts from an energy development to a science program, it is difficult to predict the full extent of PPPL's future mission and, subsequently, what impact this shift will have on the federal and PPPL budgets. Obviously, an Office of Fusion Energy budget below the \$250-275M level will require some degree of restructuring and assessment of the skill mix necessary to carry out the Laboratory's future mission. It is premature at this time to speculate on organizational changes and staffing reductions necessary to comply with the revised PPPL fusion mission. It is reasonably certain, however, that should the Tokamak Fusion Test Reactor (TFTR) experimental program be terminated, work force reductions will occur, impacting all direct and indirect staffs at the Laboratory (Research, Engineering and Scientific, Administrative, and appropriate support staffs - Office and Clerical, Technician, and Senior Laboratory and Shop).

In sum, this Plan will be updated once PPPL obtains future budget information, analyzes its impact on the overall operations, and determines appropriate staffing levels.

5. WORK FORCE RESTRUCTURING NOTIFICATION TIME TABLE

For the FY 1995 restructuring, an announcement was made on July 18, 1995, of an anticipated reduction of at least 80 positions at PPPL in order to meet immediate budget constraints. At that time, the Voluntary Separation Program (VSP) and Voluntary Reduction in Force Program (VRIF) were announced. The VSP and VRIF programs closed on September 5, 1995. (Copy of VSP and VRIF Programs announcement attached as Attachment 1)

Further reductions were then anticipated, and an announcement from the Laboratory Director was sent to PPPL Department Heads on August 15, 1995, reflecting a possible reduction of up to 300 employees. Department Heads were instructed to share this memorandum personally with their staffs. (Copy of notice to employees attached as Attachment 2)

An article appeared in The Times, the Princeton area newspaper, outlining the impending reduction at the Laboratory. (Copy attached as Attachment 3)

An All-Employee Notice was sent from the Laboratory Director on September 22, 1995, outlining the reasons for the reduction and providing the schedule for the reduction. (Copy attached as Attachment 4)

A review was conducted as to the applicability of the Worker Adjustment and Retraining Notification (WARN) Act on the reduction at PPPL and it was found not to apply.

A press release was issued on September 25, 1995, by PPPL giving the final details of the reduction. (Copy attached as Attachment 5)

The notices to the affected employees were issued on September 27, 1995, outlining the benefits that they were eligible to receive. The notice discussed that the affected employees could continue on the rolls for another 2 weeks (non-exempt employees) or 1 month (exempt employees), or terminate on September 29, 1995, and receive the above period pay as part of their severance schedule. Also included was a Severance Option Form to be completed by each employee. (Copies attached as Attachment 6)

6. VOLUNTARY SEPARATION PROGRAM (EARLY RETIREMENT) AND
VOLUNTARY REDUCTION IN FORCE PROGRAM

The VSP and VRIF programs were targeted at key activities and skill areas affected by the budget decrease. The Laboratory requested and received approval of additional benefits beyond those provided in its prime contract, developed to attract senior long-term and higher-paid employees to the VSP. A description of these additional incentives follows:

- A severance change reduced the differences between the severance schedules for Senior Engineering and Scientific staff and Research staff, which brought the Engineering and Scientific group more in line with Principal Research Physicists. The Senior Engineering and Scientific staff included the ranks of Senior Managing, Managing, and Principle positions. The Senior Engineering and Scientific staff was eligible to receive a 9-month notice period or severance, an additional 3 months more than the current schedule, or one-half of the 6 months provided in previous years. This incentive was offered to those individuals eligible for the VSP.
- A one-time incentive based on length of service was offered to Research staff and Engineering and Scientific staff, which brought their severance schedule more in line with the schedule for Administrative staff. The Laboratory offered one-half the incremental difference of the more generous of the two severance

schedules. The maximum severance was 11 months, which applied to employees on the Research and Engineering and Scientific staffs with at least 25 years of service. (The University generally provides 15 months of severance to Administrative staff with 25 years or more of service.) This incentive was offered to those individuals eligible for the VSP.

An extended payout of severance was provided for staff members with "continuing appointments" who accepted the VSP. This enabled these individuals to work 50% of the time and to draw down a percentage of their severance over a period of time up to two years.

For those employees eligible for the VRIF, a tuition reimbursement program was available. For up to one year, PPPL reimbursed employees who selected the VRIF and enrolled in courses that could be considered retraining, allowing them to acquire additional skills.

Attached are copies of PPPL's Personnel practices with regard to its VSP, VRIF, and Severance Schedule, and Selection of Exempt and Non-Exempt Employees. (Attachments 7, 8, and 9).

On-the-job training was available, as necessary, for employees placed elsewhere within the Laboratory as a result of this reduction. In addition, outplacement assistance was available to assist employees in finding other employment opportunities (a copy of the outplacement assistance announcement is attached as Attachment 10).

PPPL did not provide extended health benefits to affected employees beyond those provided under COBRA. During the reduction of 1994, in order to encourage as much voluntary participation in the separation program as possible, PPPL represented to the employees that the severance packages offered in FY 1994 were quite generous and that future incentive programs would not be as generous. To be consistent with that claim and to maintain integrity with employees, PPPL did not offer any additional enhancements in FY 1995, such as extending health insurance benefits.

In addition, under the terms of the present management and operating contract with Princeton University, the health and welfare benefit plans of the University and the Laboratory are integrated and both the University and the Laboratory employees are entitled to the same benefits. Lastly, the resulting additional costs for medical insurance coverage and administrative costs, which the Laboratory would have had to absorb, however small they may have been, would have resulted in the need to lay-off additional employees, exacerbating the current budget situation. Information on the benefit programs at PPPL is attached as Attachment 11.

The voluntary programs, the Laboratory's severance program, and outplacement assistance have been tools that have been effectively used in the past to alleviate the economic impact of restructuring in the community.

7. SEVERANCE COST ESTIMATE

The total cost of the FY 1995 reduction, including severance pay and additional severance incentives, was:

Voluntary Programs (21 VSP and 4 VRIF) -	\$.9M
Involuntary Reduction (150) -	\$3.6M

The cost of the additional severance incentives for VSP and VRIF participants included above was about \$.2M.

In addition, PPPL had an outplacement center for 3 months at an estimated cost of \$70K.

8. ADDITIONAL BENEFITS FOR INVOLUNTARILY SEPARATED EMPLOYEES

On-the-job retraining was available, as necessary, for employees to be placed elsewhere within the Laboratory. In addition, outplacement assistance was available to assist employees in finding other employment opportunities, resume preparation, counseling, training, and job searching. PPPL utilized a contractor for some of these services. Attached, as Attachment 11, is a list of University benefits that were offered to terminated employees.

As noted above, PPPL did not provide extended health benefits to affected employees beyond those provided under COBRA.

9. LOCAL IMPACT ASSISTANCE TO COMMUNITIES

The Laboratory discussed the reductions-in-force with Princeton University officials and PPPL management, staff, and union leaders of the local that represents the Janitorial staff at PPPL. The media was informed by the press release dated September 25, 1995 (Attachment 5). Personal communication and information was provided to applicable Congressional representatives and staff members as delineated in the communications plan (copy attached as Attachment 12).

10. IDENTIFY CLASSIFICATION OF EMPLOYEES

Attached as Attachment 13 is a summary of FY 1996 Full Time Equivalent (FTE) Direct and Indirect PPPL Staff analysis. It includes analysis of the current staff, FY 1996 required staff, and the differences between them.

11. STAKEHOLDER INPUT

Several written and verbal responses were received by the Laboratory from political stakeholders, including the Governor, local mayors, and congressional representatives. It is our continuing intent to keep all political stakeholders aware of our changing mission and/or budget and of the potential impact upon our staffing levels as soon as this information becomes available and may be released (List of Stakeholders attached as Attachment 14).

Representatives from DOE, primarily the Princeton Group and Chicago Operations Office, have been and will continue to be informed of our plans, as they develop, pertaining to changes in our staffing levels.

University officials, union representatives, and our own employees receive frequent updates from the Office of the Director regarding events related to operations budgets and forecasts for the Laboratory.

12. EMPLOYEE AND LABOR UNION COMMUNICATIONS AND FEEDBACK

The Human Resources staff at the Princeton Plasma Physics Laboratory is required to notify the Manager of Labor Relations at the University, who officially notifies the janitorial union on Main Campus, of an actual or pending Reduction-In-Force.

Union officials, in conjunction with PPPL and the Main Campus Human Resources staff, collectively seek employment opportunities at the University and allow those at PPPL in the janitorial union, to transfer prior to any external recruiting. All of the janitors affected by the September, 1995, Reduction-In-Force were successfully transferred to the University.

ATTACHMENTS

1. VSP and VRIF Programs announcement
2. Notice to Employees
3. News Article
4. Message from Director outlining reductions and reasons
5. Press Release
6. Notice to Affected Employees
7. PPPL Personnel Practices on VSP and VRIF
8. Severance Schedules
9. PPPL Personnel Practices on Selection of Exempt and Non-Exempt Employees
10. Outplacement Assistance Information
11. Information on Benefits Being Offered Terminated Employees
12. Communication Plan
13. Summary of FY 1996 FTE Staff Analysis
14. Mailing List of Stakeholders

PRINCETON UNIVERSITY
Plasma Physics Laboratory: Office of the Director

To: All Laboratory Staff

Date: July 18, 1995

From: Ronald C. Davidson

Subject: Announcement of
Voluntary Separation Program and
Voluntary Reduction-In-Force



INTEROFFICE MEMORANDUM

In my earlier messages to you, I indicated that, as a result of budget constraints for FY96, a reduction in Laboratory staffing is inevitable. We are planning to implement an Involuntary Reduction-In-Force just prior to the commencement of the new fiscal year on October 1, 1995. As you know, the budget situation for fusion in FY96 is still uncertain and very volatile. For present planning purposes, we are assuming that funding reductions will necessitate a significant reduction in staff of at least 80 regular employees.

To reduce the impact of the involuntary reduction, the Laboratory will be offering a Voluntary Separation Program (VSP) and a Voluntary Reduction-In-Force (VRIF). If the Laboratory is successful in obtaining a sufficient number of volunteers, the number of employees affected by an involuntary reduction-in-force will be reduced. The purpose of this memo is to inform you of this offering. Letters will be mailed to employees eligible for the VSP at their home addresses.

Voluntary Separation Program (VSP)

Employees who will be at least 55 years of age and have 10 or more years of service by September 30, 1996 are eligible for the VSP. For this particular program, the incentives include extended severance for some members of the Research and Engineering and Scientific Staffs, as well as an option for the Research and Engineering and Scientific Staffs with Continuing Appointment to combine work and partial severance during the first year of their VSP Program. Eligible employees will receive a letter describing the program in detail. Those who will be eligible will have until September 5, 1995 to apply for this offering.

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Voluntary Reduction-In-Force (VRIF)

The Laboratory is also offering a Voluntary Reduction-In-Force Program for any member of the Biweekly Staffs (Office & Clerical/Laboratory & Shop). Volunteers will receive severance in accordance with the Laboratory's severance schedules described in the Personnel Practices Manual. Interested employees may obtain a copy of this schedule from their immediate supervisor or a member of the Office of Human Resources. Additionally, the Tuition Reimbursement Program will be extended for up to one year for employees who enroll in courses that would be considered as retraining, allowing them to acquire additional skills. Members of these Staffs may submit an application for the VRIF Program. No separate letter will be sent to employees eligible for the VRIF. Applications may be obtained in the Human Resources Office.

The Laboratory Director will decide whether or not to grant approval of an employee's application for the VRIF on the basis of the impact to the operation and future capabilities of the organization. Employees have until September 5, 1995 to apply for this offering. Laboratory Management will make every effort to respond to these requests in a timely manner but due to the continued uncertainty of the budget, we may not be able to respond to certain requests until the end of the fiscal year. If you have any questions, please call Margaret Young at extension 2012 or make an appointment with a member of the Human Resources Division.

I'll keep you informed as more information becomes available from Congress regarding funding levels for FY96 and their impact on the Laboratory.

To: Department Heads

Date: August 15, 1995

From: Ronald C. Davidson

Subject: Staffing Plan

INTEROFFICE MEMORANDUM

The House-Senate Conference on the FY96 Energy and Water appropriations bills is not expected until late September. As you know, the Senate and House versions of the bill contain budget cuts for fusion that range from 20% to 38%. During the next several weeks, the Laboratory will work closely with Congressional contacts and the DOE to increase the FY96 funding for fusion and minimize the impact on the Laboratory. Nonetheless, it is prudent to develop a staffing plan that addresses sizeable budget cuts at PPPL. For planning purposes, we will assume a reduction in fusion funding at PPPL in the range of 20% to 34%. As an approximate estimate, this budget assumption could involve a staff reduction in the range of 200 to 300. The senior managers of the Laboratory are in the process of developing a detailed staffing plan that will be modified as additional information becomes available, and the staff reductions would be implemented in late September. An important goal is to reduce costs, and any suggestions for reducing nonlabor costs are welcome and would help to reduce the number of layoffs.

PPPL trying to harness fusion and future

By KATE MCCARTIN
Staff Writer

PLAINSBORO. — The woods around the Princeton Plasma Physics Lab are quiet as ever. The fusion reactor within still heats atoms into a bright pink soup. The employees come and go through the carefully guarded gates.

But the future is not certain here. PPPL is fighting to survive. Everything depends on a small group of politicians, a

few from each house of Congress. Next week they will start the debate — to save the jobs of the 900 who work here and keep the science going, to keep it limping along partially staffed for at least another year, or to cut funding entirely, leaving only guards to watch the place.

Through fusion research, scientists are trying to harness the energy that fuels the sun and stars. It's always been elusive here on Earth — scientists have searched for 40 years — but recent advances at this lab have startled even fusion's advo-

cates. If fusion succeeds, it would provide a cheap and clean alternative to fossil fuels like oil, gas and coal.

Last year, PPPL got \$97 million from the Department of Energy and approval to design a new reactor. But this year, the U.S. House appropriated no money for PPPL, not even enough to cut up the reactor and cart it away. The Senate, voting later, said the energy department could try to transfer \$56 million from other accounts to keep the place going. Now the two houses must find agreement.

PPPL ADMINISTRATORS are publicly upbeat about their chances for survival.

"Efforts are under way to restore as much of the budget as possible, we are in constant contact with our supporters and we hope money will be restored," said Anthony DeMeo, the laboratory's spokesman.

Employees, however, say they are becoming increasingly nervous.

• See PPPL, A16

On Aug. 31, laboratory director Ronald Davidson had a meeting with the research staff. The purpose of that meeting, DeMeo said, was to discuss the "voluntary separation" program instituted in July. That program involved various financial and educational incentives for older workers to retire early, and last Tuesday was the deadline for workers to sign up.

DeMeo would not discuss the terms of the separation package, calling it a private matter between employees and the lab but said the incentives were designed "to lessen the impact on employees and on the community."

"Obviously, the greater the number of people who sign up, the less stress there will be on the lab in the future," DeMeo said. "People are encouraged to take it."

But several PPPL scientists left that meeting feeling under siege. Rumors of layoffs, which had been sweeping the facility ever since the House took action, became more dire. Workers talked of at least 200 to 300 layoffs from a total staff of 900, perhaps more.

ONE RESEARCHER, who asked not to be identified, said he believed Davidson was telling his employees "to prepare for the worst." Morale is low, he said, and employees have even scheduled a prayer meeting for this week to combat their feelings of helplessness.

Asked about layoffs, DeMeo quickly denied that any numbers had been discussed and added that it was much too soon to worry about specifics, since the Congressional committees have not even met yet.

"There was nothing said about bracing for the worst, that's nonsense," DeMeo said. "And just ignore all those numbers, they are totally wacko."

Officials at the Department of Energy, which funds and runs the lab, are somewhat less cheerful.

"I fervently hope they will give us enough money to allow us to operate TFTR," said Anne Davies, associate director of the DOE Office of Fusion Energy, referring to a shorthand description of the Plainsboro reactor. "It has always been important to us and recently the experimentalists have had some truly outstanding results from TFTR. It's a very exciting opportunity."

The trouble is, Davies explained, that when the Senate allowed the energy department to shift money to operate the Plainsboro lab, it said the money had to come from "administrative savings."

"But the very first reaction the department had — and I'm not at the level where they had the discussions — is that there aren't going to be any savings this year. We've already been streamlining, we cut our own administrative costs, then Congress cut them. My reaction is, there won't be any money here."

WITH ALL THE lobbying going on in Washington, however, Davies said she hopes the Congressional conference committee will find a different way to shift money to PPPL. That kind of change in conference has happened before.

Even if the lab gets its portion, however, there are still likely to be layoffs at PPPL and at other fusion laboratories.

"Even in the president's budget submission, Princeton was going to have layoffs, through voluntary sep-

• continued

arations if possible, but through involuntary reductions if necessary," Davies said. "A lot of people in the fusion programs across the country are going to lose their jobs in fusion."

In some ways, however, those laid off from PPPL will be worse off than those laid off from other programs, she said. The other fusion labs, including one at Massachusetts Institute of Technology, are divisions of larger research facilities. PPPL, however, despite its loose affiliation with Princeton University, is a so-called single program lab, Davies said.

"This has always been one of the difficult things about a single-issue lab like (PPPL)," she said. "We have an awful lot of very, very good people there, and they are good managers, certainly, but there is nowhere to absorb the people."

Some of those specialized scientists displaced by Congressional cuts will move abroad. The next fusion project the United States is committed to is called ITER, a new facility whose site has yet to be chosen. The European community still supports Princeton's kind of fusion, as do the Japanese. China has recently entered the race as well. The engineers, technicians and other staff members at PPPL may well have to find jobs wherever they can. This may not be easy in a region that is recently lost a couple of thousand technology-related jobs.

ALL IS NOT lost, however, for people who know plasma physics do fall to get jobs with other reactor facilities, said Ray Ladbury, director at Physics Today, a trade journal published by the American Institute of Physics.

"Plasma physics is a very broad subject," he said. Most aerospace research requires an understanding of plasmas, since the sun, stars and in open space are made of these plasmas of ionized gases. Fluorescent halogen light bulbs are filled with plasma.

There is also a growing, multimillion-dollar industry in something called chemical vapor deposition, in which scientists use plasmas to deposit very thin films of chemicals on surfaces. This expertise is needed in the semiconductor industry, Ladbury

Despite this promise, however, scientists who suddenly find themselves out of work are at some disadvantage these days. Not only is scientific funding drying up in general, but hundreds of excellent scientists from the former Soviet Union have flooded the United States, many of them world-class researchers in their fields.

In July, a presidential panel of scientists strongly supported fusion research and recommended at least a three-year extension of TFR's lifetime. They warned that seriously reduced funding would "allow little progress toward a commercial fusion energy goal and could seriously hinder all future U.S. participation in major scientific and technological collaborations of other kinds."

NOT EVERYONE believes in fusion, to be sure, including scientists.

"My own feeling is that plasma physics is a very important part of science, but it's not well served by these big engineering projects," said Freeman Dyson, a noted physicist and author at the Institute for Advanced Study in Princeton. "If you really want to learn some science about plasmas, you have to do it on a smaller scale."

The long search for fusion energy has disenchanted many who once supported the fusion labs. Some detractors think fusion scientists "overpromised" and "need to enter the real world." Some believe that any available money for fusion should go to international projects. Still more say the DOE should concentrate on developing more accessible energy technologies like solar power.

Cutting fusion spending, however, does not guarantee increases in other energy programs. Since 1978, DOE's energy research and development budget has been reduced by 75 percent in constant 1995 dollars. Daniel Yergin, one of the country's leading experts on energy and author of the pioneering book "Energy Future," warned Congress in July that further cuts in energy research funding could seriously damage the United States.

"We as a nation are running a significant risk in cutting back on R&D," Yergin said. "The depletion of our R&D resource will not be felt immediately. But the damage will be felt over time. The loss of our inventiveness—that is, our store of hu-

man and intellectual capital would change America's future."

TO CLAIMS THAT the private sector will make up for lost federal funding, Yergin countered, "Private sector spending is about \$3 billion a year and declining. Due to the numerous cost-sharing arrangements in the energy R&D area, reductions in funding will be compounded by reciprocal cutbacks in private-sector cooperative funding. In the private sector, R&D programs have been cut back and refocused to shorter terms in response to the imperatives of financial markets and quarterly performance."

No one knows exactly why the mood of the nation has turned against funding for this kind of science. Much of it is simply part of the general anger against big government and high federal taxes. Some of this is caused by the cheap prices and abundant supply of oil, which tends to make people forget the oil crises of the 1970s. Add to this the brooding resentment against "the elite" of any field, and distrust of work with no immediate payoff.

But some scientists, like Stewart Smith, chairman of the Princeton physics department, blame themselves in part, for taking public support for granted and failing to keep the people who pay their salaries informed.

"A lot of the research done during World War II had applications not only to the military, but to the nation as a whole that allowed the United States to be very prosperous," Smith said. "Scientists were treated very well then, and few questions were ever asked. It was taken for granted that this stuff was important and the scientists took it for granted that the public supported what they were doing, so they never felt they had to explain what was happening."

SCIENTISTS MISSED the change in the American public, Smith said. They never realized they had lost contact, that Americans were beginning to feel misled, taken advantage of or put in danger by science.

"The way I see it right now is that the country is struggling, and there are certainly no sacred cows in physics. We have to justify everything we are asking for, nobody has any entitlements," Smith said. "On the other hand, we continue to believe that it is crucial to pursue new knowledge for its cultural sake and the general belief that it will be good for society."

Message from the Director

PPPL

September 22, 1995

I would like to bring you up to date on the funding situation for the Laboratory in fiscal year 1996.

As you know from my earlier messages, the U.S. House of Representatives and the U.S. Senate have passed appropriations bills for fiscal year 1996 that include funding for fusion research at a level that is about 40 percent below the current fiscal year. The two legislative bodies have not yet met in Conference Committee to resolve their differences and to write a single bill for passage by both houses. Meanwhile, the Department of Energy has recommended that Congress provide more funding for fusion (at a level about 20 percent below this fiscal year) without increasing the total FY 1996 appropriation for the Department. Such an increase above either the House or the Senate allocations for fusion would be possible, but would require an exception to the usual process. As of this date, Congress has not indicated an intention to accept the Department's recommended higher funding. Therefore, we find the Senate appropriation number at \$225 million, the House appropriation at \$229 million, and a possibility that the final appropriation for fusion might be as high as \$290 million. As I will explain below, Congress probably will not make the final appropriation until sometime in October, although it could occur as soon as next week. In any likely situation, the funding for the U.S. fusion program in FY 1996 will be dramatically lower than this year. There are many and varied explanations for this very unfortunate turn of events, and we can each speculate about the reasons. In any case, what is important now is that the Laboratory be positioned to achieve its mission in key core competency areas at reduced budget levels.

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As you know, in anticipation of reduced funding, we developed plans for a voluntary separation program, a voluntary reduction in force, and an involuntary reduction in force. A total of 23 staff members have elected to take advantage of the voluntary programs. Moreover, a cost reduction program was instituted in FY 1994 and FY 1995 in order to decrease the number of staff reductions required at lower funding levels. In addition, during the past three months, the Budget and Human Resources Planning Committee, made up of Department Heads and chaired by Dale Meade, has developed recommendations for involuntary staff reductions, which are being reviewed by PPPL Council and the University Oversight Committee. This involuntary reduction will take place on September 27 and 28, and is based on the assumption that PPPL will receive funding from the Department of Energy for FY 1996 that is consistent with maintaining PPPL as a major national center of excellence for fusion research in the U.S., albeit at significantly reduced budget levels relative to FY 1995. In this context, it is assumed that TFTR will operate with considerably fewer shifts, but nonetheless at a level where important scientific progress can be made. In formulating plans for reductions, we have also considered the fact that funding for fusion research is not likely to increase in FY 1997 relative to the FY 1996 level. Taking all of this into account, the planned involuntary reductions, which are in the final stages of review, will result in the loss of about 166 University employees and 80 on-site subcontractors, for a total staff reduction (voluntary and involuntary) of about 269. The subcontractor reductions are already underway, and the University employees identified for reduction will be notified on September 27 and 28.

It is important that these staff reductions be made as soon as possible, as painful as it is. To delay is to risk even greater numbers of layoffs in the coming weeks and months. We have made careful estimates of funding requirements, and identified the essential core competency areas for the Laboratory's important research during the coming years. The reductions are only those determined to be absolutely necessary. However, if the funding for PPPL turns out to be even lower than our assumptions, then additional reductions will be required. I expect to know whether additional staff reductions will be necessary when the Department completes its allocations to the various fusion research centers, shortly after Congress completes its appropriations for FY 1996.

Part of the reason for the delay in final Congressional action has been the mismatch in the total allocation to the Energy and Water Appropriations subcommittees. The Senate total for the bill is about \$1.5 billion dollars higher than the total for the House bill. Before the two bodies can agree on programs like fusion they must first agree on a total within which to work. They have not yet done so. The unresolved differences in various appropriations bills indicate a need for Congress to pass a "Continuing Resolution" to allow federal agencies to continue to operate pending completion of the Congressional appropriations process. It appears possible, even likely, that the appropriations for Energy and Water will be tied up in this Continuing Resolution. The Department would then provide the Laboratory with instructions for spending during the continuation period. The period might last several weeks, and we would be restricted to a low rate of spending during that time.

Although final Congressional action may be delayed, the staff reductions mentioned earlier must go forward next week in order to minimize the risk of even larger reductions when the FY 1996 funding level is finally determined, and to maximize our ability to make important scientific contributions.

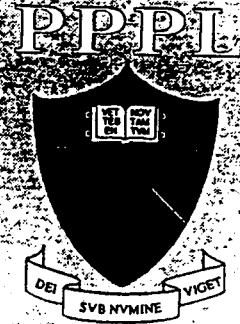
Needless-to-say this is a very difficult Message to deliver to such a dedicated and productive staff. For the Laboratory, for each division, and for each of us, there is only one guiding principle that is fitting to adopt in the face of these large changes and this large uncertainty. We must continue every day to make our greatest effort toward excellence and cost-effectiveness in carrying out our activities. I appreciate the hard work of every employee. This is a world-class Laboratory engaged in a mission of profound consequence. Each of us is a part of that. The world looks to Princeton for important results to help make fusion energy a reality. We owe it to ourselves, to our coworkers, and to the world community to maintain our tradition of excellence.

Finally, I am very appreciative of the major ongoing efforts on behalf of the Laboratory by the University, the Princeton Office of Governmental Affairs, and the New Jersey members of the House and the Senate. I will keep you informed of further developments as information becomes available.

Ronald C. Davidson

NEWS RELEASE

PRINCETON PLASMA PHYSICS LABORATORY
JAMES FORRESTAL RESEARCH CAMPUS, P.O. BOX 451, PRINCETON NJ 08543



For Immediate Release
September 25, 1995

Anthony R. De Meo 609-243-2755
Carol A. Phillips 609-243-2754

Princeton Plasma Physics Laboratory Reduces Staff

Plainsboro, New Jersey — The Princeton Plasma Physics Laboratory (PPPL) is issuing layoff notices to 166 regular employees and 80 personnel hired through subcontractors. The reduction-in-force is the result of decreased federal funding for fusion energy research anticipated for the fiscal year 1996 which begins October 1. PPPL is operated by Princeton University under contract with the U.S. Department of Energy (DOE).

The Laboratory currently employs approximately 820 workers, including 710 University employees and 110 subcontracted staff. Included in the layoff are physicists, engineers, technicians, administrative, and clerical personnel.

"Funding for fusion research at the Princeton Plasma Physics Laboratory will be cut significantly in the fiscal year 1996. Regrettably, this necessitates the loss of many dedicated individuals who have contributed substantially to PPPL's outstanding successes. Nevertheless, we will continue to maintain our preeminent role in fusion energy research and fundamental plasma science, consistent with funding constraints," noted PPPL Director Ronald C. Davidson. DOE and PPPL have informed federal, state, and local government officials and community leaders of the workforce reduction.

Fusion funding is still being debated in Congress. House and Senate bills differ, but both contain decreases of almost 40 percent from this year's \$368 million for the national magnetic fusion program. The final budget may not be known until well into October. The Department of Energy will then allocate funds among the various fusion research centers. Additional reductions in force at PPPL may be required at that time.

In July, the Laboratory, in conjunction with the DOE, offered employees voluntary separation options consistent with the Department's workforce restructuring policy and the Laboratory's contract. Twenty-three employees chose

voluntary separation. PPPL's voluntary separation programs, severance pay, and outplacement assistance will lessen the impacts of the reduction on affected employees and alleviate economic impact on the community. Laboratory policy also provides preference, in order of seniority, to displaced hourly paid workers in transferring to other Laboratory positions for which they are qualified. On-the-job training will be available as necessary for employees who are reassigned.

Founded in 1951, PPPL is one of the world's leading facilities involved in the development of fusion as an inexhaustible, safe, and environmentally attractive means of generating electricity.

End

SAMPLE (Monthly)

September , 1995

Personal & Confidential

«Title» «FirstName» «LastName»
 Plasma Physics Laboratory

Dear «Title» «LastName»:

The impact of program funding limitations require an Involuntary Reduction-In-Force in the Laboratory's staff.

This letter will serve as formal notification that, the position you hold at the Laboratory is being eliminated or absorbed by other individuals within the work unit.

In accordance with the provisions of the Laboratory's Reduction-In-Force Policy (Personal Practices Manual, Section 40.18.3) you are eligible to receive a separation severance allowance. A copy of the severance schedule is attached. *rel*

You may elect to work for up to one month of your severance period. A **Severance Option Form** is attached and must be completed, signed and returned to the PPPL Human Resources Division no later than Friday, September 29, 1995. If Human Resources does not receive your form by this date, the effective date of your termination will be Friday, September 29, 1995 and your medical coverage will expire on Saturday, September 30.

Representatives from the New Jersey Department of Labor **Unemployment & Job Services Office** and the **University Benefits Office** will be at the laboratory on **Friday, September 29th**. **Two sessions have scheduled in the LOB Auditorium**. The first will begin at **9 AM** and second at **1 PM**. There will be a brief presentation followed by a question and answer period and **you will be able to complete and file your Unemployment Claim Form with the state Unemployment Office at this time.**

A full range of job search assistance activities has been planned to assist you in preparing for your job search. First, the laboratory has retained the services of **Manchester Associates**, a professional outplacement firm. They will conduct group workshops and provide individual follow up counseling. Your first workshop session has been scheduled for **Friday, September 28th beginning at AM in** . This first session will be for one half day. The remainder of the workshop (1 1/2 days) will be conducted on and on

I am also pleased to inform you that we have set up a fully equipped **PPPL Outplacement Center** on the second floor of the LOB East Wing. A description of this facility and the resources available is attached. To further assist you, we are planning to conduct basic training in word processing and how to use the INTERNET in searching for a new job.

Finally, I ask for your cooperation by returning all Laboratory property, equipment and material to your Division supervisor within two weeks of this notification. Once this requirement has been satisfied and documented your supervisor will authorize the payment of your severance allowance.

I regret that this action is necessary and sincerely hope that the support which has been arranged by the Laboratory will ease your transition to employment elsewhere.

Sincerely,

Ronald C. Davidson
Director

SAMPLE (BI-WEEKLY)

September , 1995

Personal & Confidential

«Title» «FirstName» «LastName»
Plasma Physics Laboratory

Dear «Title» «LastName»:

The impact of program funding limitations require an Involuntary Reduction-In-Force in the Laboratory's staff.

This letter will serve as formal notification that, the position you hold at the Laboratory is being eliminated or absorbed by other individuals within the work unit.

In accordance with the provisions of the Laboratory's Reduction-In-Force Policy (Personal Practices Manual, Section 40.18.3) you are eligible to receive a separation severance allowance. A copy of the severance schedule is attached.

You may elect to work for up to two (2) weeks of your severance period. A **Severance Option Form** is attached and must be completed, signed and returned to the PPPL Human Resources Division no later than Friday, September 29, 1995. If Human Resources does not receive your form by this date, the effective date of your termination will be Friday, September 29, 1995 and your medical coverage will expire on Saturday, September 30.

Representatives from the New Jersey Department of Labor **Unemployment & Job Services Office** and the **University Benefits Office** will be at the laboratory on **Friday, September 29th**. **Two sessions have scheduled in the LOB Auditorium**. The first will begin at **9 AM** and second at **1 PM**. There will be a brief presentation followed by a question and answer period and **you will be able to complete and file your Unemployment Claim Form with the state Unemployment Office at this time**.

A full range of job search assistance activities has been planned to assist you in preparing for your job search. First, the laboratory has retained the services of **Manchester Associates**, a professional outplacement firm. They will conduct group workshops and provide individual follow up counseling. Your first workshop session has been scheduled for **Thursday, September 28th beginning at 9 AM in** with your second session scheduled for

I am also pleased to inform you that we have set up a fully equipped **PPPL Outplacement Center** on the second floor of the LOB East Wing. A description of this facility and the resources available is attached. To further assist you, we are planning to conduct basic training in word processing and how to use the INTERNET in searching for a new job.

Finally, I ask for your cooperation by returning all Laboratory property, equipment and material to your Division supervisor within two weeks of this notification. Once this requirement has been satisfied and documented your supervisor will authorize the payment of your severance allowance.

I regret that this action is necessary and sincerely hope that the support which has been arranged by the Laboratory will ease your transition to employment elsewhere.

Sincerely,

Ronald C. Davidson
Director

SEVERANCE OPTION FORM

BI-WEEKLY EMPLOYEES

_____ As a bi-weekly employee I choose to work part or all of the first two (2) weeks of the initial severance period which ends on Friday, October 13, 1995. My last work day at PPPL will be _____

_____ As a bi-weekly employee I choose not to work through the initial two (2) week severance period. My last work day at PPPL will be Friday, September 29, 1995.

Employee's signature

Date signed

Employee's printed name

Supervisor

Date signed

Return form to Human Resources by 09/29/95

SEVERANCE OPTION FORM

EXEMPT EMPLOYEES

_____ As a monthly employee I choose to work part or all of the first month of the initial severance period which ends on Tuesday, October 31, 1995. My last work day at PPPL will be _____.

_____ As a monthly employee I choose not to work through the initial severance period. My last work day at PPPL will be Friday, September 29, 1995.

Employee's signature

Date signed

Employee's printed name

Supervisor

Date signed

Return form to Human Resources by 09/29/95

PPPL**PRINCETON
PLASMA PHYSICS
LABORATORY****Section:** 40 **Page:** 14**Revision
Number:** 01 **Issue
Date:** 03/01/94**PERSONNEL PRACTICES****Supersedes:****Revision
Number:** 00 **Issue
Date:** 09/01/91

Every employee should be given clear standards of performance and sufficient training to attain those standards in every job assignment. When an employee's performance is considered inadequate, it is the responsibility of the supervisor to counsel the employee verbally and in writing prior to a decision to discharge. In counseling the employee, the supervisor must explain the consequences of continued inadequate performance, identify the performance shortcomings, provide direction on how to improve, and allow sufficient time for the employee to improve performance.

40.4.4

Voluntary Employment Separation

When it is deemed appropriate, the Laboratory may elect to offer the opportunity for employees to volunteer for separation from employment with the Laboratory to help reduce a segment of the work force or the work force as a whole. In either the Voluntary Separation Program (VSP) or the Voluntary Reduction-in-Force Program (V-RIF), (collectively "the Programs"), the Laboratory will define the conditions and terms and may extend the offer to any employee who meets the general qualifications or only to certain employees in particular classifications, on various staffs or who are assigned to specific functional work areas. On an individual basis, the management of the Laboratory may exclude certain employees from qualifying for these Programs based on an evaluation of their contribution to the work of the organization. Under these Programs, employees may, at the Laboratory's discretion, have their off-payroll date extended, by a period usually not to exceed twelve (12) months, in order that they might complete critical assignments or provide for training of an individual to assume their duties.

The Laboratory Director will advise in writing and seek Department of Energy concurrence from the Contracting Office at the Princeton Area Office concerning any voluntary separation program proposed by the Laboratory; 30 days in advance of the planned date of announcing the program to employees.

Additional qualifications and conditions for the two Programs, are distinct and different and are outlined in summary as follows:

PERSONNEL PRACTICES

Supercedes:

A. Voluntary Separation Program

Eligibility for the Voluntary Separation Program will require an employee to have attained both (1.) 10 years of University credited service and (2.) 55 years of age as of a particular date specified in the Program offering. Separation payments, whether lump sum or periodic, will ordinarily be equal to, but may not exceed, those specified in Section 40.5.5 - Severance Benefit Schedule. Employees who volunteer for the VSP will be eligible to elect to remain on payroll for the duration of their severance period, which is determined by their length of service, their Rank, and the staff to which they are assigned. Volunteers will be eligible to receive out-placement counselling.

B. Voluntary Reduction-In-Force Program

When a Voluntary Reduction-In-Force Program (V-RIF) is implemented, employees may elect to volunteer for consideration if they have been identified as eligible to participate and if they meet previously established qualification requirements and head count reduction objectives. If the number of those who are eligible and who volunteer for V-RIF exceeds the established head count reduction objective, those accepted in the Program from among those determined eligible will be chosen on the basis of total length of employment as a Princeton University employee, beginning with those who have the longest service. Employees will be informed as to their eligibility to volunteer for the Program. The decision will be based on known and/or anticipated funding levels and programmatic objectives, as well as on management's assessment of the critical value of the work performed and the employee's contribution to the work of the Laboratory.

Employees who have ten (10) years of Princeton University Service and who will have achieved fifty-five (55) years of age by the date the Program is to be implemented will be eligible to remain on payroll for the duration of their severance period which is determined by their length of service, their Rank, and the Staff to which they are assigned. Other employees (those who will have not attained ten (10) years of Princeton University service and/or will not be fifty-five (55) years of age by the date the Program is to be implemented), will have the option of remaining on payroll for a period of up to one month (if eligible, based on severance allowance) and then will receive the balance of their severance allowance in a lump sum.

PERSONNEL PRACTICES

Supersedes:

C. Notice to DOE

At the conclusion of the program, a summary of all participants is developed and submitted to DOE-PAO.

40.4.5

Temporary Layoff (Furlough) and Temporary Reduction-In-Time

In the event the Laboratory Director determines that a Temporary Layoff (Furlough) and/or Temporary Reduction in Time is necessary, the Director, in conjunction with the Human Resources Director, will develop a plan for implementation. The University and the Department of Energy will be advised of the planned action, and as may be necessary, approval will be obtained. This plan will consist of a written explanation of why Temporary Layoff (Furlough) or Temporary Reduction in Time is necessary and why it is being implemented as an alternative to a Reduction in Force. The plan will describe the Laboratory's efforts to minimize the Temporary Layoff (Furlough) or Temporary Reduction in Time, the impact the action will have on regular employees, and the anticipated length of the action (the Temporary Layoff or Furlough will not exceed 30 workdays; a Temporary Reduction in Time will not exceed 240 working hours, the equivalent of 30 work days). Employees may be allowed to submit requests for voluntary Temporary Layoff or Temporary Reduction in Time. The acceptance of such voluntary requests will be at the discretion of cognizant Laboratory management and approval of the Laboratory Director in accordance with the Laboratory policy on Voluntary Separation.

Affected employees shall be informed by the Human Resources Division. The notification shall include the effective date, anticipated return to work date, employment rights and explanation of benefit coverage. Reasonable efforts will be made to inform employees at least thirty (30) calendar days prior to the effective date. Employees may be required to draw down and use their accumulated vacation time to provide continuation of compensation during the temporary layoff period or to supplement reduced salary if affected by a Temporary Reduction in Time.

40.4.6

Reduction-In-Force (RIF)

In the event a position is terminated and equitable transfer possibilities with the Laboratory/University have not been identified, employees will receive notice of termination due to the reduction in force. The notice period in such cases

PERSONNEL PRACTICES

Supercedes:

would normally be two-weeks for non-exempt employees and one month for exempt employees. At the end of this notice period, employment will be terminated and the individual will receive as a lump sum payment the remainder of his or her severance pay based on the Severance Benefit Schedule less pay received for the notice period.

Employees affected by the lay off will be informed that remaining on the Laboratory's payroll during the notice period is contingent upon acceptable and non-disruptive behavior. However, in situations where it is not appropriate to retain the employee on payroll for the notice period, the employee will promptly receive a lump sum payment covering the balance of the separation period noted in the Severance Benefit Schedule. Members of the Research Staff will be extended the opportunity to remain on payroll for up to the full severance period as shown by the Severance Benefit Schedule. Cognizant supervisors will consult with the Human Resources Division prior to making final determinations regarding the application of this policy.

If an individual who has been laid off is rehired into a regular, full-time position by the Laboratory within the period of time covered by the severance benefits (either notice or pay in lieu of notice), the severance benefit will be suspended or the employee, as a condition of reemployment, will repay to the Laboratory any monies received and owed defined in 40.4.7, the Severance Benefit Schedule. As an illustration, assume that an individual whose severance payment was eight months and was retained on payroll for a one month notice period and then terminated, is recalled to a regular, full time position after being off payroll for two months. The employee will be required to return five months net pay before reemployment can commence, or will agree to a payroll reduction to be applied until the balance of the severance has been returned to the Laboratory.

40.4.7

Severance Benefit Schedule

Non-exempt Employees

Years of Employment

Weeks of Pay

less than 1 full year of service	2 weeks
1 yr but less than 3 full yrs of service	4 weeks
3 yrs but less than 5 full yrs of service	6 weeks
5 yrs but less than 7 full yrs of service	8 weeks
7 yrs but less than 10 full yrs of service	10 weeks

PERSONNEL PRACTICES

Supersedes:

10 yrs but less than 15 full yrs of service	12 weeks
15 yrs but less than 20 full yrs of service	16 weeks
20 yrs but less than 25 full yrs of service	24 weeks
25 yrs of service or more	Individual Consideration

Exempt Employees

Administrative and Senior Lab & Shop Staffs

Less than 1 full yr of service	1 month
1 yr but less than 3 full yrs of service	2 months
3 yrs but less than 5 full yrs of service	3 months
5 yrs but less than 7 full yrs of service	4 months
7 yrs but less than 10 full yrs of service	5 months
10 yrs but less than 15 full yrs of service	6 months
15 yrs but less than 20 full yrs of service	8 months
20 yrs but less than 25 full yrs of service	12 months
25 years service or more	Individual consideration

Engineering and Scientific Staff

Senior Managing (by Discipline)	6 months
Managing (by Discipline)	6 months
Principal (by Discipline)	6 months
Senior (by Discipline)	6 months

Lead, Project, Staff, or Associate (by Discipline)	
less than 1 full yr service	1 month
1 yr but less than 3 full yrs of service	2 months
3 yrs but less than 5 full yrs of service	3 months
5 yrs but less than 7 full yrs of service	4 months
7 yrs but less than 9 full yrs of service	5 months
9 yrs of service or more	6 months
Assistant (by Discipline)	Termination*

*Date specified at the time of most recent appointment.

PERSONNEL PRACTICES

Supercedes:

Research Staff

Notice Period

Principal Research Physicist	1 year
Research Physicist	6 months
Staff Research Physicist	
less than 1 full yr of service	1 month
1 yr but less than 3 full yrs of service	2 months
3 yrs but less than 5 full yrs of service	3 months
5 yrs but less than 7 full yrs of service	4 months
7 yrs but less than 9 full yrs of service	5 months
9 full yrs of service or more	6 months
Associate Research Physicist	Termination*

*Date specified at time of most recent appointment.

This termination policy does not apply to normal resignations and separations or to those whose employment is terminated for cause.

Reductions in rank made necessary by changes in assignments and responsibilities do not fall under the policy governing notice periods. While an effort will be made to notify members of the staff of changes in their assignments and responsibilities as soon as possible, such changes will be effected in accordance with the best interests of the Laboratory as determined by the management of the Laboratory.

40.4.8

Reduction-in-Force Procedures

When budget reductions, restructuring of programs and milestones or other changes in scope of work necessitate reductions in the Laboratory work force, every effort will be made to minimize the impact on full-time, regular employees.

A. Notification to DOE of Pending Involuntary Reduction in Force

- (1) At the time planning commences for an involuntary reduction in force that will result in the reduction of 10 or more regular positions, Laboratory management will submit to the DOE Princeton Area Office a description of the proposed action. The notification to PAO will contain the reason requiring such action and a proposed schedule announcing such action first to employees and the community, and then more specifically, to those who will be affected either by layoff and separation or reassignment based on ability and length of service.

SEVERANCE SCHEDULES FOR RESEARCH AND ENGINEERING AND SCIENTIFIC STAFFS

RESEARCH STAFF

PRINCIPAL RESEARCH PHYSICIST	1 YEAR
RESEARCH PHYSICIST	6 MONTHS
STAFF RESEARCH PHYSICIST	
less than 1 full year of service	1 MONTH
1 yr. but less than 3 full years of service	2 MONTHS
3 yrs. but less than 5 full years of service	3 MONTHS
5 yrs. but less than 7 full years of service	4 MONTHS
7 yrs. but less than 9 full yrs. of service	5 MONTHS
9 yrs. of service or more	6 MONTHS
ASSOCIATE RESEARCH PHYSICIST	TERMINATION*

*Date specified at time of most recent appointment.

ENGINEERING AND SCIENTIFIC STAFF

SENIOR MANAGING (By Discipline)	6 MONTHS
MANAGING (By Discipline)	6 MONTHS
PRINCIPAL (By Discipline)	6 MONTHS
SENIOR (By Discipline)	6 MONTHS
LEAD, PROJECT, STAFF, OR ASSOCIATE (By Discipline)	
less than 1 full year of service	1 MONTH
1 yr. but less than 3 full years of service	2 MONTHS
3 yrs. but less than 5 full years of service	3 MONTHS
5 yrs. but less than 7 full years of service	4 MONTHS
7 yrs. but less than 9 full years of service	5 MONTHS
9 yrs. of service or more	6 MONTHS

ASSISTANT (By Discipline)	TERMINATION*
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*Date specified at the time of most recent appointment

SEVERANCE SCHEDULE

Administrative And Sr. Laboratory & Shop Staffs

Less Than 1 Full Year Of Service	1 Month
1 Year But Less Than 3 Years	2 Months
3 But Less Than 5 Years	3 Months
5 But Less Than 7 Years	4 Months
7 But Less Than 10 Years	5 Months
10 But Less Than 15 Yrs.	6 Months
15 But Less Than 20 Yrs.	8 Months
20 But Less Than 25 Yrs.	12 Months
25 Or More Years	15 Months

SEVERANCE SCHEDULE

Office Support And Laboratory & Shop Staffs

Less Than 1 Full Year Of Service	2 Weeks
1 Year But Less Than 3 Years	4 Weeks
3 Years But Less Than 5 Years	6 Weeks
5 Years But Less Than 7 Years	8 Weeks
7 Years But Less Than 10 Years	10 Weeks
10 Years But Less Than 15 Years	12 Weeks
15 Years But Less Than 20 Years	16 Weeks
20 Years But Less Than 25 Years	24 Weeks
25 Or More Years	30 Weeks

CHECK LIST AND SEVERANCE RECEIPT

Supervisor: Completion of this check list is a requirement for severance payment. Have employee return or satisfy items that are applicable, then initial that each item has been satisfied. All items must be satisfied before a severance check is released. (Return completed form to Human Resources within 2 weeks of the effective date of termination.)

NAME: _____ SS# _____
(Print)

FORWARDING ADDRESS: _____

(for severance payment)

ACCOUNTING

Petty Cash _____ Travel _____ Final Time Sheet _____

Pocket Pagers _____ Sky Pagers _____ Cell Phone _____

MATERIEL CONTROL

All Equipment/Personal Property accountability has been satisfied (including Property Passes): _____ Precious Metals n/a _____ Returned _____

ES&H

Radiation Badge: n/a _____ Returned _____

LIBRARY Books: n/a _____ Returned _____

DISPENSARY Medical Clearance: n/a _____ Required _____

CALIBRATION LAB Electronic Equipment: n/a _____ Returned _____

SECURITY I.D. Badge: Returned _____

Ask employee if they have Patents/Scientific Notebooks: yes /__/ no /__/

I verify that all obligations shown above have been satisfied and that employee's severance payment should be released:

Supervisor Verification _____ Date _____

To the best of my knowledge I have returned all equipment and have satisfied all outstanding financial obligations associated with my employment with PPPL.

Employee signature _____ Date _____

<p>PRINCETON PLASMA PHYSICS LABORATORY</p>	<p>PERSONNEL PRACTICES MANUAL</p>	<p>ATTACHMENT 9 Section 40.18 Rev. 2 Page 5 of 14</p>
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40.18.4 Selection of Exempt Employees

A. Criteria and Selection Process

Selection of exempt employees to be retained or separated under Reduction-in-Force procedures will be based on Laboratory needs and will include the following considerations:

- retention of critical skills
- documented performance
- transferability of skills
- professional potential
- continuing appointment
- length of service.
- affirmative action goals

All selections for retention and for separation will be reviewed with the appropriate Department Head, Deputy Director or Associate Director of Program & Research, and the Laboratory Council and will be approved by the Director of the Laboratory.

Length of service will be the deciding factor when all other factors are relatively equal. Those whose employment may be protected by various federal and state laws require review by the Laboratory Director.

B. Review Committee

The selection process and the identification of employees for lay off will be reviewed by a special committee including the PPPL Director of Human Resources, a member of the PPPL Human Resources Staff, PPPL Counsel, representatives from the University's Office of Human Resources and the Office of the Dean of the Faculty to ensure that each decision was reached in accordance with the Reduction Procedures, Laboratory and University policy and Affirmative Action considerations.

C. Consolidation and Reorganization

On occasion, the Laboratory may find it necessary to consolidate, reorganize functions or take other management actions that may require the transfer of exempt employees to other work units within the Laboratory. When this occurs, every effort will be made to place the affected employee into a comparable position taking into consideration the skills and abilities of the individual affected and the needs of the

PRINCETON PLASMA PHYSICS LABORATORY	PERSONNEL PRACTICES MANUAL	Section 40.18 Rev. 2 Page 6 of 14
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Laboratory. Where possible, the employee will be assigned to a comparable position at the same rank/salary grade.

"Comparable Position" is defined as a position at the same or equivalent rank/salary grade which requires similar skills as the position from which the individual is being transferred. Although additional training may be required, it is expected that the employee would be able to satisfactorily perform all the essential elements of the new position within one to two months.

1. Decline of Positions Offered

If an employee is offered a comparable position, and (s)he chooses to decline the offer, the laboratory will consider the employee to have resigned, unless a formal Reduction In Force (RIF) has been announced, at which time the laboratory may elect to grant severance pay.

If no comparable position can be identified, and it becomes necessary to offer the affected employee a position at a lower rank/salary grade, the employee will have the option to decline the offer. In this event the employee may elect out placement with severance pay, including recall rights, without sacrificing other University benefits and programs.

2. Effects On Salary

If the transfer is to a position at the same rank/salary grade, no salary action is required. If the transfer is to a position at a lower salary grade the following procedure will be followed:

- One-to-Three Pay Grade Reduction

If current salary is above the maximum for the new pay grade it will be maintained for three months and then be adjusted to the maximum of the new pay grade.

- Four or More Pay Grade Reduction

If current salary is above the maximum for the new pay grade it will be maintained for three months and then be adjusted in two equal stages, three months apart, to the maximum of the new pay grade. Therefore, after six months, the employee's salary will be at the maximum of the new pay grade.

40.18.5 Selection of Non-exempt Employees**A. Reduction Based on Length of Service**

If it is necessary to reduce staff due to a lay off, those having a "probationary" status will be selected first. Additional reductions will be on the basis of length of continuous University service, from most recent date of hire, initially by skill demographic within the Divisions where a reduction occurs.

B. Placement to a Different Position ("Bumping")

The general rules governing placement of individuals whose jobs have been eliminated in a staff reduction process are summarized below. These principles govern the process of displacement sometimes referred to as "bumping." Length of service and ability to perform the job functions are the governing factors in such displacement.

Affected non-exempt employees will be eligible for placement in a new position in the following order:

1. A non-exempt employee whose job has been eliminated will be eligible for any open position across the Laboratory for which that individual is qualified in the same skill demographic and pay grade.
2. If such jobs are not available, the affected employee can fill an open position in his or her pay grade where the job can be performed satisfactorily in a reasonable period [usually thirty (30) days.]
3. Should no suitable open position be available at the affected regular employee's pay grade, a review of all jobs held by casual or subcontract personnel will be made in an effort to identify possible placement. This process will take place prior to considering the displacement of another regular PPPL employee. Placement into a casual or subcontract position will be based upon the following:
 - The casual or subcontract job must be funded for a period in excess of three (3) months.
 - The regular employee must be able to satisfactorily perform the job within thirty (30) days.

If the above conditions are met and a transfer is effected, the employee will continue to be eligible for all considerations afforded a regular employee, including: the right to recall to a regular position in accordance with this policy; retention of future displacement rights;

consideration for merit salary increases; the right to self-nominate for open positions, etc.

4. If still unplaced, the affected employee may displace the employee with the shortest service within the skill demographic and pay grade Laboratory-wide.
5. If placement is still not possible, the affected employee may displace to a position at a lower pay grade in the same skill demographic. If a reduction of more than two or three pay grades would result, depending on classification families, a reduction to a more favorable pay grade will be sought in a closely related skill classification (one within the same operation and generic job grouping), provided the employee can perform the work with reasonable training, usually not to exceed four weeks.
6. If placement is not possible after applying the provisions of paragraphs 1 - 5 above. The employee will be placed on lack of work status.

In recognition of long service to PPPL and Princeton University, employees with twenty (20) or more years of continuous service may displace the employee with the shortest length of University service Laboratory-wide in a position which the employee can perform satisfactorily within a period of thirty (30) days.

7. In every situation where an employee "bumps" into a new position, that employee will have thirty (30) days to demonstrate that (s)he can perform the essential functions of the new position satisfactorily. If, at the end of the thirty (30) day period, the employee's performance in the new position is unsatisfactory, the employee will be placed on lack of work status and will be entitled to all severance benefits which they would have received at the time of the reduction in force.

40.18.6 Decline of Positions Offered

Employees affected by a reduction who decline positions offered to them at PPPL may elect out-placement with severance pay and recall rights, without sacrificing other University benefits and programs otherwise available during a RIF.

40.18.7 Review Provisions

Employees who have been identified for separation and who feel their treatment has not been consistent with the provisions of this policy may review their situation with Human Resources.

NON-EXEMPT**YOUR WORKSHOP IS :****On:** Thursday, Sept. 28**At:** 8:30 AM**In:****PPPL JOB SEARCH ASSISTANCE****OUTPLACEMENT WORKSHOPS:**

The Laboratory has retained Manchester Associates, a professional outplacement firm, to assist you in preparing to find a new job. You will receive two (2) full days of training in small groups. The topics will include:

- Assessing your skills and experience
- Developing your job/career objectives
- Preparing your resume
- "Do's and don'ts" of today's job market
- Successful interview techniques
- Planning and running an efficient and effective job search

In addition to the group sessions, you will have the opportunity to schedule (3) individual sessions with a professional career counselor. These sessions will allow you to review your job campaign and get feedback and guidance to "fine tune" your search efforts.

Your first full-day workshop will be held on Thursday, September 28, 1995. The second full-day session is on Monday, October 2, 1995. Lunch will be provided on these workshop days. In order to get maximum benefit from the training, it is very important that you attend and participate on both days.

You will work in a small group led by a professional outplacement counselor. There will be ample opportunity for you to receive direct, one-on-one guidance and to have your questions about the job search process answered.

The approaches that are successful in today's market are different from those of even a few years ago. Knowing what works and what doesn't can provide you with a competitive edge. We encourage you to take advantage of this opportunity to prepare yourself to conduct a successful job search.

COMPUTER TRAINING: BASIC WORD-PROCESSING

Classes for those who have not used Macintosh computers and for those who may need to brush up on either the Macintosh or IBM clone (DOS-based) computers will be held on Monday, Tuesday and Thursday (October 2, 3, & 5) in the Computer Resource Room (Room 123). Macintosh classes begin at 9:30 AM and DOS-based classes begin at 2:00 PM.

Please sign-up for one of these classes if you feel a need to sharpen your computer skills. The computer is an essential tool in your successful job search. If you have questions about these training opportunities, please call the Computer Help Desk at _____.

THE INTERNET: A JOB SEARCH TOOL FOR THE 90's

The newest tool in an effective job search is "surfing the Net." Hundreds, even thousands of jobs are listed in a variety of places on the Net. All computers at the Laboratory, including those in the Computer Resource Room and the Outplacement Center, provide access to the Net.

The Laboratory will provide classes on how to access the Net and "surf" effectively. The classes will be held on _____ and _____, at _____, in the Computer Resource Room.

Learning to use the Internet resources will provide you with another tool for your job search. If you have questions, please call _____.

OUTPLACEMENT CENTER

An Outplacement Center is available on the second floor of the LOB East Wing Extension. The Center is fully equipped with telephones, computers, copier and FAX machine to support your job search. You are encouraged to make full use of the Center.

Because of the size of the reduction, separated employees who have a desk, phone, computer, and access to a copier and FAX machine will continue to use their own space for job search activities. Separated employees who do not have their own desk, phone, computer, and access to a copier and FAX machine will be given priority for use of the Outplacement Center.

In order to ensure access to the Center for all affected employees, it will be necessary to reserve the times you wish to use the facility. Space in the Center will be reserved in half-day blocks. Since we have no way to predict the demand for the use of the Outplacement Center, we ask that you sign up for no more than five (5) half-days during the first two (2) weeks (October 2 - 13). We expect to be able to expand the availability after that period.

Sign-up sheets are available in the Outplacement Center. Reservations are on a first-come, first-served basis.

QUESTIONS?

If you have questions about any of the Laboratory's job search assistance, please call the Human Resources Division at 2345.

**PRINCETON UNIVERSITY
STATUS OF UNIVERSITY BENEFITS UPON
TERMINATION OF EMPLOYMENT**

Outlined below is a summary of the status of your benefits upon the termination of your employment with Princeton University. Please review this summary and contact the Office of Human Resources at PPPL at (609) 243-2685 if you have any questions.

MEDICAL PLAN:

If you are a participant in the Princeton Health Care Plan (Standard, Premium, J-1 Visa, or Point of Service Plan) or one of the HMO plans, coverage ceases on the last day of the month in which your employment with the University is terminated. Under COBRA, a federal law, you may continue your coverage in the medical plan for up to 18 months (COBRA does not apply if you are eligible for Medicare). The enclosed information sheet outlines your rights under COBRA.

GROUP TERM LIFE INSURANCE PLAN:

Coverage under the Basic Life Insurance, Accidental Death and Dismemberment, and Supplemental Life Insurance (if enrolled) will continue for 31 days following the last day of the month in which your employment with the University is terminated. During that 31 day period, you may convert the Basic Life Insurance and Supplemental Life Insurance coverage to an individual whole life insurance policy without providing medical evidence of insurability. If you are interested in this conversion privilege, please call the Office of Human Resources to obtain the conversion form.

VISION CARE PLAN:

If you are a participant in the Vision Care Plan, coverage ceases on the last day of the month in which your employment with the University is terminated. The enclosed information sheet outlines your rights under COBRA through which you may continue in the plan for up to 18 months.

RETIREMENT PLAN:

Princeton University Retirement Plan: If the University has made contributions to TIAA-CREF on your behalf for at least two and one half years, you are fully vested in your benefit. Questions regarding the status of your contracts should be directed to Ann Lengyel at (609) 243-2685, or the Participant Information Center, TIAA-CREF, 730 Third Avenue, New York, NY 10017 (telephone 1-800-842-2776). It is important that you notify TIAA-CREF of any changes in your address.

Pension Plan for Biweekly Payroll Employees: If you are vested in this pension plan, an explanation of your pension benefits will be sent to you by the Office of Human Resources.

EXPENSE ACCOUNT PLANS:

If you are a participant in the Dependent Care Expense Account (DCEA) Plan, your account will remain active for 31 days following the date your employment with the University is terminated. Expenses incurred after the 31-day extension period will not be eligible for reimbursement. Claims for eligible expenses may be filed until March 31 of the calendar year following the date your employment with the University is terminated.

If you are a participant in the Health Benefit Expense Account (HBEA) Plan, your account will remain active for 31 days following the date you terminate employment with the University. Claims for eligible expenses may be filed until March 31 of the calendar year following the date your employment with the University is terminated. Expenses incurred after the 31-day extension period will not be eligible for reimbursement. However, under COBRA, you are eligible to make post-tax contributions to your HBEA to extend coverage beyond the 31-day extension. Additional information on continuing your HBEA Plan coverage for up to 18 months is found in the enclosed COBRA information sheet.

TEMPORARY DISABILITY PLAN:

Coverage under the Temporary Disability Plan ceases on the date your employment with the University is terminated. If you become disabled within two weeks following the date your employment with the University is terminated, please call the Office of Human Resources for information on coverage under the plan.

LONG TERM DISABILITY PLAN:

If you are a participant in the Long Term Disability Plan, your coverage will cease the date your employment with the University is terminated.

STAFF EDUCATIONAL ASSISTANCE PLAN:

If you are a participant in the Staff Educational Assistance Program, you will not receive payment for any courses that end following the date your employment with the University is terminated. If you have applied for assistance, you will only be able to receive payment for courses that you have completed prior to the date that your employment with the University is terminated.

CHILDREN'S EDUCATIONAL ASSISTANCE PLAN:

A. Tuition Grant Program

If you are a participant in the Tuition Grant Program, your coverage ceases on the date that your employment with the University is terminated. You will not receive any disbursements of checks following your termination.

B. Base and Supplemental Loan Program:

If you are a participant in the Base and Supplemental Loan Program, you will not be eligible to receive additional loans following the date that your employment with the University is terminated. Please call the Office of University Loans and Receivables at (609) 258-6222 to make arrangements on repaying your loan(s).

Princeton University

Information on the Continuation of Coverage in the Medical Plan, Vision Care Plan,
and Health Benefit Expense Account (HBEA) Plan

I. Medical Plan and Vision Care Plan

A. Options

You have four choices regarding your coverage:

1. Continue coverage in the plan that was in effect when your employment was terminated.
2. Change your type of coverage by reducing the number of covered dependents enrolled in the plan (for example, change from Employee and Family coverage to Employee Only coverage).
3. Continue coverage for one or more of your covered dependents even if you choose to discontinue your coverage.
4. Waive continuation of coverage.

You cannot change Medical Plans or generally increase your type of coverage in the Medical and/or Vision Care Plan until the next Open Enrollment period which will occur between October 30th and November 17th. At that time, you may change plans or increase your type of coverage with changes taking effect January 1, 1996.

During the Open Enrollment period, you will be notified of any changes in the rates and in the plan provisions. The same plan provisions that apply to active employees and their dependents will apply to you and your dependents. If the cost of the plan increases, your premium will also increase.

II. Health Benefit Expense Account (HBEA) Plan

If you have contributed pre-tax dollars into a Health Benefit Expense Account (HBEA) you may elect to continue contributions on an after-tax basis to your HBEA on a month by month basis through December 31, 1995. Your cost is based on your monthly contribution to your HBEA, plus a 2% administrative charge.

III. General Information

A. Period of Coverage

If you elect to continue your coverage under your present health care plans, coverage will begin on the first of the month following your date of termination and remain in effect for up to 18 months. However, coverage may end earlier if one of the following occurs:

- the monthly charge for continued coverage is not paid when due (see "Section III, C. Cost/Payment"),
- you or a covered dependent become covered under another employer-sponsored health plan which does not have a preexisting condition rule,
- you or a covered dependent becomes eligible for Medicare (medical plan only),
- the University discontinues its group Medical Plan, Vision Care Plan, or Health Benefit Expense Account Plan coverage for its employees, or
- you notify the Office of Human Resources that you wish to cancel your coverage.

B. Enrollment

You and each covered dependent can elect to continue coverage in the health care plans that were in effect the day before your employment with the University was terminated. You will be sent a *COBRA Election Form* within the next three weeks. If you decide to elect continuation coverage, please complete the Human Resources copy of the *COBRA Election*

Form and return it to the address shown on the *COBRA Election Form* no later than 60 days following the date your coverage ends or 60 days from the date of the letter, whichever is later. The plan does not provide an extension of the election period beyond that date which is required under the law. You will not be covered during your election period. If you elect COBRA, you will be reinstated in your plan retroactive to the date your coverage terminated. Please retain the Employee copy of the form for your records.

C. Cost/Payment

Your cost for continued coverage is based on the full cost of the coverage, which is the total of both the employee and University contributions, plus a 2% administrative charge. Please refer to the enclosed rate chart for the cost of coverage.

Preferably, enclose your first payment with the *COBRA Election Form*. If the initial payment is not received within 45 days of the date you signed the *COBRA Election Form*, continued coverage will be unavailable to you. Subsequent monthly premiums are due the first of each month for each month of continuation coverage. You will receive an annual billing statement and payment coupons, and it will be your responsibility to make these monthly payments. No further notices or bills will be sent. If payment is not received within 31 days of the due date, your coverage will be terminated and cannot be reinstated.

D. Waiving Continuation Coverage

To waive continuation coverage, please check the appropriate line(s) on the *COBRA Election Form* and return it to the address shown on the form no later than 60 days following the date your coverage ends or 60 days from the date of this letter, whichever is later. Please retain the Employee copy of the form for your records.

E. Other Information on Continuation Coverage

1. If the Social Security Administration determines that you or any of your covered dependents are disabled at the time of your termination of employment with the University, the 18 month period of coverage for the disabled individual only may be extended to 29 months from the date employment terminated with the University. You must notify the Benefits Section, Office of Human Resources, within 60 days of the date of the decision and before the original 18 months of continuation coverage expires. If these time frames are not complied with, then the additional 11 months of continuation coverage does not have to be provided.

2. You must notify the Benefits Section, Office of Human Resources, in writing within 31 days of a change in family status such as marriage, birth or adoption of a child, divorce, legal separation, or if any of your covered dependent children lose dependent status, so that your coverage can be adjusted, if necessary.

3. If during the 18 months of continuation coverage, a second qualifying event takes place (divorce, legal separation, death, or a dependent child ceases to be a dependent) then the 18 months of continuation coverage can be extended for the affected individuals only to 36 months from the date of the termination of employment with the University. If a second event occurs, you must notify Princeton University in writing within 60 days of the second event and within the original 18 month COBRA period.

4. After the continuation coverage under the Medical Plan ceases, you are eligible to enroll in a nongroup conversion medical plan. Princeton University will notify you of this right approximately three months prior to the date your continuation coverage ends.

5. After the continuation coverage under the Vision Care Plan ceases, your coverage ends. You are not eligible to convert to a nongroup vision care plan.

6. Please notify Princeton University, Office of Human Resources, Benefits Section, Clio Hall, Princeton, NJ 08544, of any change in your address and/or telephone number. If during the continuation period you add new dependents to your family, you may be able to add them to the plan. Contact the Office of Human Resources within 31 days of the change for additional information. During your continuation period, you will receive notification of the annual Open Enrollment period.

If you have any questions regarding COBRA coverage or plan benefits, please contact the Benefits Section, ~~Office of~~ Human Resources at PPPL at 243-2685.

C O B R A R A T E C H A R T FOR CALENDAR YEAR 1995

IMPORTANT NOTICE: YOU MAY ONLY CONTINUE YOUR CURRENT COVERAGE OR REDUCE THE NUMBER OF COVERED DEPENDENTS IN YOUR CURRENT PLAN.

PRINCETON HEALTH CARE PLAN

<u>Coverage</u>	<u>Standard Plan</u>	<u>Premium Plan</u>	<u>Point of Service Plan</u>
Employee Only	\$187.10	\$224.52	\$202.07
Employee & Child(ren)	355.50	426.60	383.93
Employee & Spouse	458.40	550.08	495.08
Employee & Family	542.60	651.12	586.01

HMO (HEALTH MAINTENANCE ORGANIZATION)

<u>Coverage</u>	<u>AHP/HMO</u>	<u>HIP/Rutgers</u>	<u>HMO Blue</u>
Employee Only	\$225.00	\$198.79	\$176.51
Employee & Child(ren)	405.50	335.26	326.56
Employee & Spouse	561.36	507.60	379.51
Employee & Family	636.00	566.18	516.18

<u>Coverage</u>	<u>HMO-NJ</u>	<u>HMO-PA</u>
Employee Only	\$204.20	\$158.00
Employee & Child(ren)	370.16	302.53
Employee & Spouse	411.16	350.57
Employee & Family	601.70	472.67

VISION CARE PLAN

<u>Coverage</u>	
Employee Only	\$ 8.18
Employee & Child(ren)	13.35
Employee & Spouse	13.12
Employee & Family	21.55

PHONE DIRECTORY

HOTLINE

1-609-243 ____

For information on the following please contact the outplacement hotline:

Children's Educational Assistance program
COBRA Medical Coverage
Life Insurance
Medical Benefits
PPPL Human Resources Division
Staff Educational Assistance

AHP/HMO (Select Choice)	1-800-322-2026
Aetna Insurance Plan	1-800-535-6689
Caremark Prescription Plan	1-800-421-5501
Confidential Advisory Program	1-800-527-0035
Credit Union	1-609-258-5038
Princeton University Dial-A-Job	1-609-258-6130
HIP/RUTGERS	1-800-458-0109
HMO-Blue (Primary Care Physician)	1-800-662-4366
(Health Care Centers)	1-609-396-4600
HMO-NJ (US Health Care)	1-800-448-7423
HMO-PA (US Health Care)	1-800-448-7423
Medicare	1-800-772-1213
NJ Unemployment Insurance	1-609-292-0695
OMBUDS Office, Princeton University	1-609-258-1775
Point of Service Plan (Oxford)	1-800-303-9905
Princeton Pension Plan Calculations	1-609-243-2101
Social Security Administration	1-800-772-1213
TIAA-CREF	1-800-842-2776
University Mortgage Program	1-609-258-3100
Vision Service Plan	1-800-622-7444

COUNTDOWN
PRINCETON RESTRUCTURING ANNOUNCEMENT

DRAFT

6/29/95

CH prepares press release

Press release approved by

CH/PAO

Press release reviewed by:

PPPL

Office of Worker and Community Transition (T. Freeze)

Office of Energy Research (J. Willis)

Press Services (J. Sherwood)

Congressional Affairs (F. Tathwell)

7/10/95

Press release finalized

Final copies sent to all of the above

7/15/95
as

Congressional Affairs notifies Members of Congress, staffers,
appropriate

Princeton notifies employees

7/16/95

CH distributes press release

NOTE: Dates can be changed, as necessary

Princeton Plasma Physics Laboratory
 FY 1997 FIELD WORK PROPOSAL
 FY 1996 FTE SUMMARY - DIRECT PPPL STAFF

		<u>CURRENT STAFF</u>	<u>FY 1996 REQUIRED</u>	<u>VARIANCE</u>
RESEARCH PHYSICISTS		96.0	107.2	(11.2)
<i>ENGINEERING DIVISIONS</i>				
DESIGN & ANALYSIS:	ENGINEERS	33.0	23.2	9.8
COMPUTER SYSTEMS:	ENGINEERS	43.0	34.9	8.1
	TECHNICIANS (TB/SM)	17.0	17.9	(0.9)
	ADMIN/CLERICAL	5.0	3.5	1.5
FABRICATION & ASSEMBLY:	ENGINEERS	14.9	19.7	(4.8)
	TECHNICIANS (NB/TB/SM)	52.0	75.2	(23.2)
	DRAFTING (DB/DM)	16.0	15.1	0.9
	CLERICAL	1.0	1.0	0.0
TECHNICAL SYSTEMS:	ENGINEERS	43.2	41.0	2.2
	TECHNICIANS (TB/SM)	90.0	51.1	38.9
HEALTH PHYSICS:	ADMINISTRATORS	4.0	5.6	(1.6)
	TECHNICIANS (TB/SM)	15.0	17.6	(2.6)
PROJECT ADMINISTRATION:	ADMINISTRATORS	6.0	6.3	(0.3)
	ENGINEERS	2.0	1.6	0.4
	CLERICAL	11.0	16.6	(5.6)
ERWM		9.0	9.0	0.0
SCIENCE EDUCATION		5.0	8.0	(3.0)
TOTAL		463.1	454.5	8.6

Princeton Plasma Physics Laboratory
FY 1997 FIELD WORK PROPOSAL
FY 1996 FTE SUMMARY (INDIRECT PPPL STAFF)

	<u>CURRENT STAFF</u>	<u>FY 1996 REQUIRED</u>	<u>VAR.</u>	<u>REDUCTION TARGETS</u>
RESOURCE MANAGEMENT	71.0	70.0	1.0	4.0
HUMAN RESOURCES & ADMINISTRATION	33.0	29.0	4.0	5.0
FACILITIES	82.0	80.0	2.0	4.0
DIRECTOR'S OFFICE	13.5	13.5	0.0	0.0
SUPPORT SERVICES	59.0	55.0	4.0	6.0
ENG. DEPT. OFFICE/TECH TRANSFER	<u>4.0</u>	<u>5.0</u>	<u>(1.0)</u>	<u>0.0</u>
TOTAL	<u><u>262.5</u></u>	<u><u>252.5</u></u>	<u><u>10.0</u></u>	<u><u>19.0</u></u>

Ms. Nan Wells Princeton University	202-429-1701
Ms. Linda Johnson AP News	609-392-3525
Ms. Kitta MacPherson Star Ledger	201-643-4945
Mr. Malcolm Browne New York Times	212-556-7306
Mr. Boyce Rensberger Washington Post	202-334-5560
Ms. Kate McCartin Trenton Times	609-394-2819
Ms. Faye Flam Philadelphia Inquirer	215-854-4794
City Editor Trentonian	609-393-6072
Mr. Todd Bates Asbury Park Press	908-922-6326
Mr. Ken Goodwin Central NJ Home News	908-246-5518
Mr. William Sposata Reuters America, Inc.	212-859-1717
Mr. Joseph Palca National Public Radio	202-414-3329
Mr. Steve Janas Princeton Packet	609-924-3842
Mr. Larry Spohn Albuquerque Tribune	505-823-3689
Mr. Kim McDonald Chronicle-Higher Education	202-296-2691

Energy Daily	
Mr. James Glanz Science Magazine	312-360-0537
Mr. David Kramer Inside Energy	202-383-2125
Ms. Thecla Fabian Fusion Power Report	301-587-1081
Mr. John Egan Energy Daily	202-662-9744
Mr. Stephen Dean Fusion Power Associates	301-975-9869
Ms. Gloria Lubkin Physics Today	212-661-2036
Mr. Gadi Kaplan IEEE Spectrum	212-705-7453
Mr. Paul Harvey News & Comment	312-899-4088
Mr. Max Gomez WCBS TV-Channel 2	212-975-4615
Mr. Tom Elsworth JET	011-44-0235-464-905
Mr. Robert Cowen Christian Science Monitor	617-450-7575

POLITICAL STAKEHOLDERS

Mr. Pete Cantu
Princeton Township

Mr. Marvin Reed
Princeton Borough

Ms. Michele Tuck
Princeton Township

Mr. Thomas Frascella
West Windsor Township

Congressmen: Dick Zimmer
Christopher Smith

PRINCETON UNIVERSITY STAKEHOLDERS

Dr. Jeremy D. Brown
Associate Dean
Office of the Dean of the Faculty

Ms. Joan N. Doig
Vice President for Human Resources

Mr. Howard S. Ende
General Counsel

Dr. William Happer
Eugene Higgins Professor of Physics

Dr. Jeremiah P. Ostriker
Provost

Mr. Daniel M. Scheiner
Director of Compensation, Human Resources

Mr. Allen J. Sinisgalli
Associate Provost for Research & Project Administration

Dr. Richard R. Spies
Vice President for Finance & Administration

Mr. Thomas A. Parker
President
Service Employees International Union, Local 175